

Hazard Mitigation Grant Program

Application



GOVERNOR'S OFFICE OF EMERGENCY SERVICES

HAZARD MITIGATION GRANT PROGRAM

Application Instructions

Please read the following instructions prior to completing the Hazard Mitigation Grant Program (HMGP) application. Accurate and complete answers are necessary for determining eligibility and expediting the review of your application. If you have additional questions while completing the application, please call the HMGP Helpdesk at (916) 845-8150, Monday - Friday, 8:00am - 5:00pm. This application package is also available on the OES Web Site at <http://www.oes.ca.gov>.

Introduction

Hazard mitigation projects are aimed at reducing or eliminating **future** damages. The focus of hazard mitigation projects is on protecting, strengthening, elevating, relocating, or otherwise modifying buildings, infrastructure, or other facilities to enhance their ability to withstand the damaging impacts of future natural disasters.

State and local governments, special districts, and private, non-profit organizations are eligible to apply. Private, for-profit organizations and individuals are not eligible to apply directly to the HMGP; however, a local governmental agency may apply on their behalf. Funds are provided on a 75/25 cost share basis: 75 percent federal and 25 percent non-federal. The non-federal share must be provided by the applicant and can include "soft" matching funds, such as donated labor and materials.

Federal funding is provided under the Robert T. Stafford Emergency Assistance and Disaster Relief Act, by the Federal Emergency Management Agency (FEMA) and through the State of California Governor's Office of Emergency Services (OES). OES is responsible for identifying program priorities, reviewing applications and forwarding recommendations for funding to FEMA. FEMA has final approval for project eligibility and funding.

Program Priorities

OES has established the following priorities for the statewide HMGP, to address the three most common types of natural hazards in California.

Flood Hazards

- *Elevations*: This is the elevation of a structure so that the first floor elevation is at least one foot above the 100-year flood level.
- *Acquisitions*: This consists of the purchase and removal of structures from the floodway and/or floodplain. Title to the acquired property is transferred to a public entity.
- *Relocation*: This is the removal and relocation of structures from the floodway or floodplain.
- *Restoration and/or Improvement of Culverts*: This may include the implementation of small scale mitigation measures or additional structural elements such as installation of culverts modified in size or type, or adjoining elements such as water conveyance devices (aprons, headwalls, and downspouts).
- *Drainage Improvements*: This includes those measures which improve drainage, redirect drainage, or retain or detain flood flows.

Seismic Hazards

- *Structural Mitigation of Fire Stations, Police Stations, Emergency Operations Centers, and City Halls. Priority will be given to the following construction types:*
 - Unreinforced Masonry Buildings
 - Concrete Frame with Masonry Infill Walls
 - Steel Frame with Masonry Infill Walls
- *Seismic Retrofit of Pendant Lighting and Suspended Ceiling Systems in K-14 Public Schools*
- *Seismic Bracing of Emergency Power or Communications Systems in State Regulated Medical Facilities*
- *Seismic Capital Outlay projects for State Colleges and Universities*
- *Proposition 122 Projects approved by the Legislature*

Fire Hazards

- *Vegetation Management:* This includes projects which establish sustainable fuel breaks adjacent to developed areas, through prescribed fire, grazing, and mechanical or manual clearing.

General Program Requirements

To be considered for funding, the project must:

- solve a problem independently or contribute to a solution where there is assurance the project as a whole will be completed
- meet all applicable codes and standards
- demonstrate cost-effectiveness
- comply with federal requirements and regulations

Important Eligibility Considerations

- Completed projects and projects under construction are not eligible for funding.
- Applications that are incomplete or that do not conform to pre-established priorities will be considered last.
- HMGP funds cannot be used as a substitute or replacement to fund projects or programs that are available under other federal authorities.
- HMGP funds cannot be used as matching funds for other federal funds.
- FEMA policy strongly discourages the use of HMGP funds for equipment purchases
- FEMA policy prohibits the use of HMGP funds for levee improvements.

Application Format

To expedite the review process, OES requests that the following format be used when for all application submissions.

- Please provide one original and one copy of the completed application
- Use 8 1/2" x 11" paper, with text on one side only
- Package the application in a standard letter-size, two-hole (on top) tabbed file folder (if possible). Please do not spiral bind applications
- For maps, plans, and documents of varying size, clearly label items and place inside file folder

Applications submitted in other formats will delay the review of your application. No electronic submissions please. Mail or deliver completed applications to:

Governor's Office of Emergency Services
Disaster Assistance Programs Branch
Hazard Mitigation Program
P.O. Box 419023
Rancho Cordova, CA 95741-9023

Organization of the Application

The application package is organized into five main sections as follows:

- I. Notice Of Interest (Items 1-13)
- II. Project Description (Items 14-18)
- III. Supplemental Information (Items 19-23)
- IV. Administrative Documents (Items 24-28)
- V. Checklists (Items 29-30)

For each section, the instructions outlined below correspond to the five main application sections referenced above. Numbers within each section correspond to numbered items in the application forms.

Section I: Notice of Interest

The first two pages containing items 1-13 constitute the Notice of Interest (NOI). You are not required to submit the NOI separately prior to submission of the full application package. However, it should be noted that the NOI will be used as a screening mechanism to determine if the proposed project is consistent with the state established priorities and is consistent with federal eligibility criteria. If, based on the information provided in the NOI, the proposed project does not appear to meet these criteria, no further review will be conducted. Therefore, if you are not confident that your proposed project meets these criteria, you are encouraged to submit the NOI to OES for review as soon as possible. OES will review your proposed project, as described in the NOI, and provide a response within one working day of receipt of the NOI as to whether the project meets priority and eligibility criteria. The following information must be included:

1. **Project Title:** Provide a concise project title.
2. **Project Type:** Identify the project type (project type should be consistent with the categories of projects identified under "Program Priorities" above).
3. **Applicant Name:** Provide name of organization/agency.
4. **Applicant Type:** Eligible applicants include state and local governments, special districts, and private non-profit organizations or institutions that provide governmental services. If your organization does not fall into one of these categories, you are not eligible to apply to the HMGP.
5. **Applicant Address:** Provide complete applicant mailing address.
If known, provide a FIPS code. The FIPS code is an identification number used to track applicants in the Federal Disaster Assistance Programs. If you do not have a FIPS number previously assigned, OES will obtain one from FEMA for you.

6. **Applicant's Agent/Contact:** Applicant's agent is a point of contact for the proposal, and should be someone who is familiar with the details of the proposed project. Please provide all requested contact information.
7. **Alternate Contact:** If available, an alternate contact should be named who is also be familiar with the project. Please fill in all requested contact information for the alternate contact. If there is no alternate contact, please write in "none."
8. **Project Location:** Provide specific project location by the most appropriate of the following methods: address (full street address with no abbreviations), road intersections, latitude/longitude, Thomas Guide map, 7.5' U.S.G.S. Quadrangle map, mile marker, or other legal description.
9. **Public Assistance:** If the project has been submitted as a repair or mitigation project under Section 406 to Public Assistance, provide the federal disaster designation (i.e., DR-1044, DR-1155, etc.) and the Damage Survey Report (DSR) #.
10. **Total Project Cost:** FEMA may provide up to 75% of a project's total cost. The applicant must provide at least 25% of the cost as match. The total project cost should equal the sum of the federal and applicant shares.
11. **Legislative Districts:** Please provide the numbers of the political districts. If you only know the name of your political representatives, please call their office for the district number. If the project site is located in a different district than the applicant address, please provide both.
12. **Brief Summary of the Problem:** For the summary, we are seeking a concise description of the problem you are attempting to mitigate. The summary does not require every specific detail of the problem as this will be covered in the problem statement in Section II of the application. The description should not exceed the space provided on the application.
13. **Brief Summary of the Proposed Solution:** For the summary, we are seeking a concise description of the project. The description should generally describe what the project is and how it will solve the problem.

Section II: Project Description

This section of the application includes a detailed discussion of the project description, alternatives considered, budget and work schedule. It includes items 14-18.

14. **Detailed Description of the Problem:** Please provide a thorough description of the problem to be addressed in the proposed mitigation project. For example, provide documentation of repetitive or recurring damage, life safety risks, past or future property damage (public and private) anticipated. Be specific as to the deficiencies of existing structures, threat posed by existing structures or lack of mitigation measures. This section is used to describe fully every aspect of the problem, including detailed and quantified information regarding all losses. Include a discussion of studies or reports that document technical (engineering, geotechnical, hydrological, etc.) analysis of the problem.
15. **Detailed Description of How the Proposed Project Will Eliminate or Reduce the Problem:** Please provide a thorough description of the proposed mitigation project, and how the project provides a solution to the problem(s), including the reduction or elimination of future risk of damage, hardship, loss and/or suffering; how your proposed project impacts on or is impacted by adjoining jurisdictions and steps taken to resolve impact, (i.e., meetings, agreements, etc.); how

the project conforms to your local flood hazard mitigation plan, or other community plans; and how the project addresses the need for a long-term solution, future change and future maintenance. This section is used to describe fully every aspect of the project. Use very specific and quantified information such as exact sizes, lengths, duration, labor, engineering, etc. Include supporting engineering documents and other documents relating to the codes, standards, and ordinances which may affect your project.

16. **Project Alternatives:** Since the project is being considered for funding under a Federal program, it will be subject to review under the National Environmental Policy Act (NEPA). This review requires the consideration of alternatives to the project. Therefore, provide at least 3 alternatives to your project. Give a brief description of alternate projects, and how the alternate solutions would solve the problem. One project alternative will be to take no action. Be sure to include the consequences of each alternative, including taking no action. Use additional pages as necessary. What constitutes a reasonable range of alternatives depends on the nature of the proposal and the facts in each case. Reasonable alternatives include those that are practical or feasible from a technical and economic standpoint using common sense, rather than simply the desired alternatives of the applicant. "No Action" provides a benchmark for comparison; this alternative enables decision-makers to compare the magnitude of the environmental effects of the various alternatives. On a separate piece of paper you must provide the cost breakdowns for each solution for the benefit cost analysis.
17. **Work Schedule:** Attach a table, chart or graph depicting your proposed work schedule by major milestones (activities/measures) from time of initiation to completion of proposed project. Explain in detail if you will be performing your project(s) in several phases and why. Explain any project start dates beyond sixty (60) days from approval date, or completion dates beyond three (3) years.
18. **Budget:** Provide a detailed breakdown of project costs (project management, engineering and design, site acquisition, labor, materials and supplies, etc.) Include the value of any "soft" or "in kind" expenses. Include only those costs that are directly related to performing the mitigation aspects of the project. If additional work, such as remodeling, additions, improvements, etc., are being done concurrently with the mitigation work, please do not include these costs in your budget. Please note that "contingency" is not a FEMA-allowable cost item. Also, Subgrantee Administration fees are calculated separately, and provided in addition to the costs of approved mitigation projects.

Section III: Supplemental Information

In order to complete the review process for compliance with federal requirements, supplemental information, in addition to the basic information provided on the scope of work in Section II, is required. This includes information to support the historic, environmental, floodplain management and wetlands preservation reviews as well as the cost effectiveness review. This section covers items 19 - 23.

19. **Historical Review Checklist:** Historical Review was designed to ensure that historic properties are considered during Federal project planning and execution. The National Historic Preservation Act of 1966(NHPA) assures that Federal agencies "take into account" the effects of the project on historic properties. Historic Property means any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register. This term includes, for the purposes of these regulations (36 CFR part 800), artifacts, records, and remains that are related to and located within such properties. The term "eligible for inclusion in the

National Register" includes both properties formally determined as such by the Secretary of the Interior and all other properties that meet National register listing criteria.

- A. If a building is fifty years old, this indicates to FEMA that the building may be on or eligible for the National Register of Historic Places. Building construction dates can be found in Metro Scan, Multiple Listing Service (MLS), Title Searches, Building Permits and/or the County Appraiser.
- B. Will the proposed project have an adverse influence or change to characteristics of the historic property's in the project area?
- C. Is the proposed project going to adversely effect the historic district? Historic districts information can be found through local historic groups, societies, and/or the State Historic Preservation Office. Local historic districts could be on or eligible for the National Register of Historic Places; this information can be found by local historic groups, societies, and/or the State Historic Preservation Office.
- D. Is the project breaking new ground or increasing the depth of excavation or beyond the original width?
- E. Is the project outside previously disturbed soil?
- F. Does the project area contain any prehistoric, historic, archeological or cultural resources? Local cultural or archeological resources can be researched by a licensed archeologist in Archeological Information Center(AIC). Additional information can also be found in local historic groups, societies and/or the State Historic Preservation Office.
- G. For structures less than fifty years old, provide one color photograph from the front. For structures greater than fifty years old, provide four color photographs: two corner views showing two sides of the structure, one view each from up and down the street.
- H. Please include any AIC searches or other documents related to historical properties in the project area.

20. **Environmental Review:** Your project is subject to all federal, state, and local laws. NEPA is the established environmental policy for the nation. This policy ensures that the environment is considered in all federal actions. NEPA requires that federal agencies consider the effects of their proposed actions and alternatives on the human environment before deciding to fund and implement the action. The law requires a decision making process and not a specific outcome. Almost all federal actions are subject to NEPA review.

- A. Any environmental information related to the project area should be included as there is no reason for FEMA to duplicate efforts and delay funding.
- B. Include any biological studies that have information on wildlife and native vegetation.
- C. All projects must be evaluated to determine if any endangered or threatened species may be affected. If it is determined that an endangered species which could or are known to exist in the project area, further study and evaluation will be required. This additional effort may include formal consultation with the U.S. Fish and Wildlife Service and the preparation of a Biological Assessment. The level of involvement with the endangered species process can vary widely according to the project proposal. Identification of endangered species in the beginning of the environmental process will help expedite the review.
- D. If the answer is yes, please indicate who supports and who opposes the project and the main reasons for support or opposition.
- E. Please indicate if additional information is included and where. Information could be any CEQA, NEPA, USACE, NRCS, biological, consultation, permit application, or other environmental documents related to the project, site, or area.

21. **Environmental Checklist:** Please circle the appropriate letters; answers must take into account the construction and operational impacts.

- 22. Floodplain Management and Protection of Wetlands:** Hazard mitigation projects must be evaluated for their potential impact on floodplains or wetlands. If your project has an impact, use the following eight-step decision-making process as a guide (see 44 CFR 9.6 for specific information). As you prepare your application, keep these steps in mind:
- Determine whether the proposed action is in the 100- or 500-year floodplain.
 - Notify and involve the public.
 - Identify and evaluate alternatives.
 - Identify the impacts resulting from the proposed action.
 - Minimize potential adverse impacts to and restore the natural and beneficial value of floodplains and wetlands.
 - Reevaluate to determine if the proposed action is practical in light of other alternatives.
 - Provide the public with the finding(s).
 - Review implementation criteria to ensure that the requirements of the Executive Orders are met.
 - EO 11988, Floodplain Management, (May 24, 1977) directs all federal agencies to avoid the long-and short-term adverse impacts associated with the modifications of floodplains and to avoid direct and indirect support of floodplain development wherever there is a practicable alternative.
 - EO 11990, Protection of Wetlands, (May 24, 1977) directs all federal agencies to refrain from assisting in or giving financial support to projects which encroach upon public or private wetlands unless the agency determines that there are no practicable alternatives to such construction and that the proposed action includes all practicable measures to minimize harm to wetlands which may result from such use.
- 21. Benefit Cost Analysis:** Complete the appropriate Benefit Cost Supplement (Flood, Seismic, or Fire) for your project. Worksheets and instructions are located in the supplements.

Section IV: Administrative Documents

This section includes all documents which are required to meet administrative requirements. OES understands that, due to the relatively short application timeframe, that it may not be possible to have all forms signed by the appropriate governing body prior to submission of your application to OES. In those cases where the governing body will not meet during the open application period, please complete the forms as fully as possible, and indicate the date that you expect to have signatures provided. This section includes items 24 - 28.

- 24. Private Nonprofit Status:** If applicable, please attach the IRS ruling letter granting tax exemption under sections 501 (c), (d) or (e) of the IRS code. If you do not have such a ruling letter, you must provide satisfactory evidence (certification from the Secretary of State) that your organization or entity is organized or doing business under state law as a nonprofit entity or organization.
- 25. Grant Funding:** Please provide all information as indicated in this item.
- A. Matching Funds:** Identify all amounts and sources of matching funds. Please note if any matching funds are being provided as “soft” or “in-kind” match.
- B. Funding Advances:** **Cash advances are the exception, not the rule.** Under extreme and very rare circumstances, OES will consider a 10% cash advance for project costs, if the project is obligated. Applicants have the burden of proof to show the extreme hardship a lack of cash advance would cause. Applicants requiring a cash advance must indicate the need and justification for the advance with the application submittal.

C. Maintenance: The lifetime maintenance of a project after federal funds have been used becomes a mandatory eligibility requirement of the project, for both WHO will physically maintain the project, and WHERE the maintenance funds will come from. If any other parties to this application are to accept the responsibility for the long-term maintenance, a written agreement must be submitted with the application.

26. **Designation of Applicant's Agent Resolution and Certification:** Determine an appropriate designated agent or agents to represent your organization. Provide all requested information and certify as appropriate.

27. **Subgrantee Assurance:** The application cannot be approved for funding until all required signatures are present.

28. **Authorization:** Authorized representative or officer must sign and verify the accuracy of the completed application.

Section V: Checklists (Items 29 - 30)

29. **Document Checklist:** Please review this checklist and provide all relevant, available documents. Attach any maps or other reference material you may have which could expedite the review of your project.

30. **Application Checklist:** Indicate page numbers where application items may be found in your submittal.

Governor's Office of Emergency Services
Hazard Mitigation Grant Program

1. **Project Title:** _____

2. **Project Type:** _____

3. **Applicant Name:** _____

4. **Applicant Type:** City ____ County ____ State ____ Non-Profit ____ Special District ____ Other ____

5. **Applicant Address:** _____

City: _____ State: _____ Zip Code: _____ County: _____

Federal Employer Identification Number (EIN): _____

Federal Information Processing Number (FIPS): _____

6. **Applicant's Agent/Contact**

Name and Title: _____

Address (if different from applicant): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

7. **Alternate Contact**

Name and Title: _____

Address (if different from applicant): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

8. **Project Location**

9. Is this project being considered or funded by **Public Assistance**? Yes ____ No ____ DSR# _____

10. **Total Project Cost**

Federal Requested Share: _____ (Maximum is 75% of the eligible project cost)

Applicant Match: _____ (Minimum is 25% of the eligible project cost)

Total Project Cost: _____

11. **Legislative Districts**

State Assembly

Applicant

Project Site

State Senate

U.S. Congressional District

State of California Use Only

HMGP Reference #

Assigned Reviewer

Place Date Stamp
on right side only

➡➡➡➡➡➡

12. Brief Summary of the Problem: (Describe the problem you are attempting to mitigate in the space provided below)

13. Brief Summary of the Proposed Solution: (Describe the proposed mitigation solution in the space provided below)

14. Detailed Description of the Problem: (Use additional pages as needed)

15. Detailed Description of How the Proposed Project Will Eliminate or Reduce the Problem: (Use additional pages as needed)

Alternative 1 (no action):

Alternative 2:

Alternative 3:

17. Work Schedule

Work Schedule: Attach a detailed work schedule.

18. Budget

Please provide an estimate of the breakdown of project costs in the following FEMA-approved categories:

- Planning
- Management
- Labor
- Materials
- Equipment
- Land Acquisition
- Studies
- Engineering
- Relocation
- Demolition
- Other

Contingency is not a FEMA-allowable cost item.

Grant Administration is calculated separately.

19. Historical Review Checklist (attach additional detailed information when necessary)

A. Are any of the structures in the project area over fifty years old? Yes ____ No ____ If yes, list address(es) of structure(s).

B. Does the proposed project affect historic properties on, or eligible for, the National Register of Historic Places? Yes ____ No ____ If yes, how is/are the structure(s) listed? _____
Address(es) of structure(s)

C. Is the proposed project site located in a historic district? Yes ____ No ____ If yes, how will the proposed project have an impact on the historic district?

D. Will the project disturb previously undisturbed soil? Yes ____ No ____ If yes, explain:

E. Will the project disturb or have adverse effects outside the currently disturbed area (e.g., drainage systems or culverts under existing streets/bridges) or outside the footprint of an existing facility? Yes ____ No ____
If yes, explain:

F. Does the construction site or surrounding area contain any cultural or archaeological resources? Yes ____
No ____ If yes, explain: _____

G. If yes has been answered in this section, attach recent or historic photographs of the historic properties.
Are photos with application? Yes ____ No ____

H. Is additional historical consultation information attached with application? Yes ____ No ____

20. Environmental Review (attach detailed information as necessary)

A. Are there any completed environmental documents, consultations, or permit applications related to project, site or area? Yes ____ No ____ Dates of Studies _____ **If yes, attach a copy.**

B. Are there any biological studies completed in or around the project area? Yes ____ No ____ **If yes, attach a copy.**

C. Does the project area contain any endangered species? Yes ____ No ____

D. Is there potential for controversy? Yes ____ No ____ Explain:

E. Is additional **environmental review** information attached to application? Yes ____ No ____

21. Environmental Checklist

Complete the following checklist. Answers must take into account the action involved, including off-site, on-site, cumulative and component level, indirect and direct, including construction and operational impacts.

Circle the appropriate answer for each of the following statements.

- (P) Potentially Significant Impact** - if there is evidence project will have a significant environmental impact.
- (M) Potentially Significant Impact Unless Mitigation Incorporated** - when mitigation measure reduces the impact from a "Potentially Significant Impact" to a "Less Than Significant Impact."
- (L) Less Than Significant Impact** - if there is evidence that project will have a small environmental impact.
- (N) No Impact** - if there is evidence of no environmental impact, or item does not apply to the project.

Attach an explanation for each (P) circled

Land Use and Planning Would the proposal:

- | | | | | |
|--|---|---|---|---|
| 1. Conflict with general plan designation or zoning? | P | M | L | N |
| 2. Conflict with applicable environmental plans or policies adopted by agencies who have jurisdiction over the project? | P | M | L | N |
| 3. Be incompatible with existing land use in the vicinity? | P | M | L | N |
| 4. Affect agricultural resource/operations from incompatible land, impacts to soils or farmlands, or impact from incompatible use? | P | M | L | N |
| 5. Disrupt or divide the physical arrangement of an established community, including a low-income or minority community? | P | M | L | N |

Population and Housing Would the proposal:

- | | | | | |
|---|---|---|---|---|
| 6. Cumulatively exceed regional or local population projections? | P | M | L | N |
| 7. Induce substantial growth, directly or indirectly, e.g., through projects in an undeveloped area or extension of infrastructure? | P | M | L | N |
| 8. Displace existing housing, especially affordable housing? | P | M | L | N |

Geologic Problems Would the proposal result in or expose people to potential impacts involving:

- | | | | | |
|--|---|---|---|---|
| 9. Fault rupture? | P | M | L | N |
| 10. Seismic ground shaking? | P | M | L | N |
| 11. Seismic ground failure, including liquefaction? | P | M | L | N |
| 12. Seiche, tsunami or volcanic hazard? | P | M | L | N |
| 13. Landslides or mudflows? | P | M | L | N |
| 14. Erosion, changes in topography or unstable soil conditions from excavation, grading or fill? | P | M | L | N |
| 15. Subsidence of the land? | P | M | L | N |
| 16. Expansive soils? | P | M | L | N |
| 17. Unique geologic or physical features? | P | M | L | N |

Water Would the proposal result in:

- | | | | | |
|---|---|---|---|---|
| 18. Change in absorption, drainage, or amount of surface runoff? | P | M | L | N |
| 19. Expose people or property to flooding? | P | M | L | N |
| 20. Discharge into surface waters or other alteration of surface water quality, e.g., temperature, dissolved oxygen or turbidity? | P | M | L | N |

21. Changes in the amount of surface water in any body?	P	M	L	N
22. Change currents, or course/direction of water movement?	P	M	L	N
23. Change the quantity of groundwater, through direct addition or withdrawal, or through interception of an aquifer by cuts or excavation, or through loss of groundwater recharge capability?	P	M	L	N
24. Alter direction, rate, flow, or quality of groundwater?	P	M	L	N
25. Substantial reduction in the amount of groundwater otherwise available for public water supplies?	P	M	L	N

Air Quality Would the proposal:

26. Violate air standard, contribute to existing or projected air quality violation?	P	M	L	N
27. Expose sensitive receptors to pollutants?	P	M	L	N
28. Alter air movement, moisture, temperature, cause climate change?	P	M	L	N
29. Create objectionable odors?	P	M	L	N

Transportation / Circulation Would the proposal result in:

30. Increased vehicle trips or traffic congestion?	P	M	L	N
31. Hazards from design, e.g., sharp curves or dangerous intersections, or incompatible uses?	P	M	L	N
32. Inadequate emergency access or access to nearby uses?	P	M	L	N
33. Insufficient parking capacity on-site or off-site?	P	M	L	N
34. Hazards or barriers for pedestrians or bicyclists?	P	M	L	N
35. Conflict with policy supporting alternate transportation?	P	M	L	N
36. Rail, waterborne or air traffic impacts?	P	M	L	N

Biological Resources Would the proposal result in impacts to:

37. Endangered, threatened, or rare species or habitats (including, but not limited to, plants, fish, insects, animals and birds)?	P	M	L	N
38. Locally designated species, e.g., heritage trees?	P	M	L	N
39. Local natural communities (oak forest, coastal habitat).?	P	M	L	N
40. Wetland habitat, e.g., marsh, riparian, and vernal pool?	P	M	L	N
41. Wildlife dispersal or migration corridors?	P	M	L	N

Energy and Mineral Resources Would the proposal:

42. Conflict with adopted energy conservation plans?	P	M	L	N
43. Use nonrenewable resources in a wasteful and inefficient manner?	P	M	L	N
44. Result in the loss of availability of known mineral resource that would be of future value to region and residents of the state?	P	M	L	N

Hazards Would the proposal involve:

45. Risk of accidental explosion or release of hazardous substance?	P	M	L	N
46. Interference with emergency evacuation and/or response plan?	P	M	L	N
47. The creation of any health hazard or potential health hazard?	P	M	L	N
48. Exposure of people to existing sources of potential health hazard?	P	M	L	N
49. Increased fire hazard in areas with brush, grass or trees?	P	M	L	N

Noise Would the proposal result in:

50. Increases in existing noise levels?	P	M	L	N
51. Exposure of people to severe noise levels?	P	M	L	N

Public Services Would the proposal affect or alter governmental services in

any of the following areas:

52. Fire protection?	P	M	L	N
53. Police protection?	P	M	L	N
54. Schools?	P	M	L	N
55. Maintenance of public facilities, including roads?	P	M	L	N
56. Other governmental services?	P	M	L	N

Utilities and Service Systems Would proposal cause a need for new systems or supplies, or substantial alterations to any of the following utilities or services:

57. Power or natural gas?	P	M	L	N
58. Communications systems?	P	M	L	N
59. Local or regional water treatment or distribution facilities?	P	M	L	N
60. Sewer or septic tanks?	P	M	L	N
61. Stormwater drainage?	P	M	L	N
62. Solid waste disposal?	P	M	L	N
63. Local or regional water supplies?	P	M	L	N

Aesthetics Would the proposal:

64. Affect a scenic vista or scenic highway?	P	M	L	N
65. Have a demonstrable negative aesthetic effect?	P	M	L	N
66. Create light or glare?	P	M	L	N

Cultural Resources Would the proposal:

67. Disturb paleontological resources?	P	M	L	N
68. Disturb archaeological resources?	P	M	L	N
69. Affect historical resources?	P	M	L	N
70. Cause change which would affect ethnic cultural values?	P	M	L	N
71. Restrict existing religious/sacred use in impact area?	P	M	L	N

Recreation Would the proposal:

72. Increase demand for neighborhood parks or other facilities?	P	M	L	N
73. Affect existing recreational opportunities?	P	M	L	N

Mandatory Findings of Significance

74. Does project have potential to degrade quality of the environment, reduce habitat of fish or wildlife species, cause fish or wildlife population to drop below self-sustain levels, threaten a plant or animal community, reduce number or restrict the range of rare or endangered plant or animal, or eliminate examples of the major periods of California history or prehistory?	P	M	L	N
75. Does the project have the potential to achieve short-term goals to the disadvantage of long-term environmental goals?	P	M	L	N
76. Does project have impacts that are individually limited, but cumulatively considerable? (i.e., that incremental effects of a project are considerable when in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)	P	M	L	N
77. Does the project have adverse environmental effects which will effect human beings, either directly or indirectly?	P	M	L	N

Remember to attach an explanation for each (P) circled

22. Floodplain Management and Protection of Wetlands Hazard mitigation projects must be evaluated for potential impact on floodplains or wetlands. (attach additional information as necessary)

A. Is the project in or near a wetland, swamp, marsh, etc. Yes ____ No ____ If yes, explain:

Answer the following questions using FIS and FIRM information:

B. Is the project in: 100-year floodplain? Yes No 500-year floodplain? Yes No
A floodway? Yes No Coastal high-hazard area? Yes No

C. Does the project support development in a floodplain? Yes ____ No ____

If yes, explain:

If you answered yes to any of the above Floodplain Management questions complete the rest of this section. If you answered no to all of the above questions, go on to section 23.

D. Circle type of land use upstream and downstream:

Pasture/cropland (sparse development)	Upstream	Downstream
Forest/desert (undeveloped)	Upstream	Downstream
Urban (developed)	Upstream	Downstream
Wetland (marsh or sloughs)	Upstream	Downstream

E. Does the project have an impact (positive or negative) on the wetland? Yes ____ No ____ If yes, explain: _____

F. Floodplain Manager

Who is the local floodplain manager? _____ Title: _____

Address: _____

Fax #: _____ Phone: _____ Email: _____

23. Benefit Cost Analysis

Complete the appropriate benefit cost worksheet in the appendix for the proposed project.

- A. For flood mitigation projects, complete the Flood Supplement.
- B. For seismic mitigation projects, complete the Seismic Supplement.
- C. For fire mitigation projects, complete the Fire Supplement.

Flood Supplement

FEMA requires a benefit-cost analysis of all projects. Benefits must be equal to or greater than the project cost for a project to be eligible for funding. The benefits considered are the reduction in expected future damages and losses due to the mitigation project.

If exact information is not available, it is acceptable to use **approximate data, reasonable estimates, or informed judgments**. However, all estimates must be clearly identified and be justified by a written explanation. Since benefit-cost analysis uses mathematical calculations, all prior damage estimates, probable future losses, duration, etc., must be quantified.

Only completed applications and supplements will be reviewed; if you have additional questions or need technical assistance while completing this supplement, please call (916) 845-8150.

1. Please provide a 7.5 minute Quad Map and general area map with the location of the project on the map. Are the Maps attached? Yes ____ No ____

2. Were public facilities or structures damaged during a declared disaster? Yes ____ No ____

3. Describe the damage(s), the repair, and the cost of the repair.

4. Were the damages addressed in a Public Assistance Damage Survey Report (DSR)? Yes ____ No ____ If yes, what is/are the DSR Number(s)? _____

5. Has the DSR(s) been approved for funding by FEMA or OES? Yes ____ No ____

Explain: _____

6. Attach a copy of the DSR(s).

7. If there is no DSR for the repair of a damaged facility or structure, please explain why there was no DSR written. _____

8. Were any non-profit organizations or institutions that perform essential governmental services in the project area displaced during the flood event? Yes ____ No ____

9. What service does the non-profit provide? _____

10. Did the non-profit or service provider temporarily relocate? Yes ____ No ____ If yes, for how long? _____

11. Did another organization or government entity provide substitute services? Yes ____ No ____

12. What is the usual cost to provide the service? Please separate cost into line items (moving cost, rent, computer rentals, staff members etc.)._____

1. What were the additional costs to provide the service during and after the flooding? _____

14. Please explain the financial benefits of the service to the community. _____

Please review the following worksheets and questions that best describe each element of your project, and then complete the appropriate worksheet(s).

- Worksheets A, A1, and A2 are for Culvert, Detention Basin, Water Conveyance System, Openspace, Wetland, and Channel Restoration projects.
- Worksheets B, B1, and B2 are for Single Family Home Elevations and Acquisitions.

CULVERT, DETENTION BASIN, WATER CONVEYANCE SYSTEM, OPENSOURCE, WETLAND, CHANNEL RESTORATION BENEFIT COST WORKSHEET A

1. What level of protection does the channel, culvert, water conveyance system, rip/rap, detention basin, etc. currently provide? (The level of protection is generally called recurrence interval: 10 year, 20 year, 100 year). _____
2. What level of protection will the channel, culvert, water conveyance system, rip/rap, detention basin, etc. provide after the proposed project is completed? _____
3. Please attach any engineer reports such as hydrological or others that were used to determine design and level of protection. Are the reports attached? Yes _____ No _____
4. Were there damages to homes or other occupied structures? Yes _____ No _____
How many? _____
5. How many households or businesses were displaced in the project area?
Households _____ Businesses _____
6. How long were they displaced? _____ Hours _____ Days _____ Weeks _____ Months _____
7. How long will the households or businesses be displaced during the construction of the proposed project? _____ Days _____ Weeks _____ Months _____
8. What is the average cost of rent in this area per month? Homes _____ Business _____ (by sq. ft.)
9. The benefits of the project are determined by the damage which will be avoided in the future. The damage is calculated from the depth and frequency of the flood events. Therefore, it is important to provide detailed information relating to the depth of flooding experienced by homes and other occupied structures. To help fill out the table on Worksheet A1, you may choose to use the following method or a comparable method: Using a plat map (or other map with appropriate topographical intervals) of the area to be protected by the project, locate the occupied structures damaged by flooding. Color code the locations of the structures according to common first floor elevation or by common depth of flooding. If grouping structures by depth of flooding, please locate one or more points of known elevation for reference.

If your project is providing a solution to a flood problem that involves homes and other structures that provide essential governmental type services, please complete worksheet A1.

If your project provides a solution to a flood problem that involves additional damages other than to homes or service providers please fill out worksheet A2.

BENEFIT COST WORKSHEET A1

This worksheet is for the accounting of damages that occurred to homes and other occupied structures that are within the area that would benefit from the proposed project. Please summarize the information requested on question number 9 located on worksheet A. Please group the structures according to similar types, sizes, and usage. If you are unsure how to complete the worksheet, please call OES at (916) 845-8150.

Table A1:

First Floor Elevation (NGVD)	Flood Insurance Rate Map Special Flood Hazard Zone	Number of structures	Average square feet (include basement)	Total Square Footage of the group	Number of Stories (do not include basement)	Average Basement Square footage	Flood Depth in 19____ and Recurrence Interval	Flood Depth in 19____ and Recurrence Interval
Group 1								
Group 2								
Group 3								
Group 4								
Group 5								
Group 6								

Please provide any additional information on the usage of structures included in the table above by answering the following questions.

1. If businesses are listed in the table above, briefly describe the type of business and provide the approximate number of employees. _____

2. Are there any structures such as schools, hospitals, clinics used to provide government services listed in the table above? Please describe. _____

BENEFIT COST WORKSHEET A2

If your project area has types of damages other than to homes or other occupied buildings, please list the loss in the table below. List actual or potential damages. in one row and project an anticipated loss above or below the flood event that damaged occurred. (For example, if loss occurred at a 5 year recurrence interval (flood event), estimate the possible losses of a 10 year recurrence interval. Do not combine losses. List each type of loss. If you have questions, call OES at (916) 845-8150.

Table A2:

Year of Loss	Flood Recurrence Interval (in Years, 5 year, 10 year, 20 year)	What was damaged? Roadway, loss of rip/rap, concrete headwall , etc.	List the dollar amount of actual damages that occurred, and damages that could occur in a future event (pavement, roadbase, debris, fencing, pipes, rip/rap etc.)	Estimated damages after mitigation is completed (similar event and projected event)

Please add any additional comments to clarify or add any relevant data to the table above.

SINGLE FAMILY HOME ELEVATIONS and ACQUISITION PROJECTS

BENEFIT COST WORKSHEET B

Generally, there are two methods acceptable to present elevations and acquisition projects to FEMA. The first method is to identify each structure to be elevated or acquired. The second method is to have a pool of structures from which individual addresses will be identified at a later date. **Site specific information is needed for both methods.** The high water elevation, finished floor elevation, square footage, and cost of the proposed project are essential data needed to evaluate the benefits or cost savings to the federal government.

1. The benefits of the project are determined by the damage that will be avoided in the future. The damage is calculated from the depth and frequency of the flood events. Therefore, it is important to provide detailed information relating to the depth of flooding experienced by homes and other occupied structures. You may choose to use the following method or a comparable method: Using a plat map (or other map with appropriate topographical intervals) of the area to be protected by the project, locate the occupied structures damaged by flooding. Color code the locations of the structures according to common first floor elevation or by common depth of flooding. If grouping structures by depth of flooding, please locate one or more points of known elevation for reference. Is the plat map or other drawing attached? Yes _____ No _____
2. Is the flood problem repetitive? Yes _____ No _____
3. How many times did the sites flood, and what were the years of the flood event? _____

4. Were there damages to homes or other structures ? Yes _____ No _____ If yes, how many? _____
5. How many homes or structures do you plan to elevate? Homes _____ Other _____
6. How many homes or structures do you plan to acquire? Homes _____ Other _____
7. Were any of the potential elevation or acquisition site occupants displaced during the flood event? Yes _____ No _____
8. Who was displaced and how many homes, non-profits or other service providers were displaced? Homes _____ Apartment Complex _____ Number of Apartment Units _____
Non-Profits _____ Other service providers _____
9. How long were they displaced? _____ Hours _____ Days _____ Weeks _____ Months _____
10. How long will home owners or other potential elevation candidates become displaced during the elevation process? _____ Days _____ Weeks _____ Months _____
11. What is the average cost of rent in this area per month? Homes _____ Business _____ (sq. ft.)
12. Does your elevation or acquisition project involve more than 40 structures? Yes _____ No _____
13. Is your project presented as a pool of elevation or acquisition candidates with the number of candidates greater than the number of units that will actually be chosen for the project, or are there more sites than requested funding will allow? Yes _____ No _____

If you answered no to question 12 or 13 listed above, you must do the individual site by site Worksheets B1; make as many copies as needed of Worksheet B1.

If you answered yes to the two questions above, fill out worksheet B2. If you have questions, please call OES at (916) 845-8150.

BENEFIT COST WORKSHEET B1

1. Structure #: _____ of _____ Structure's Function: _____

2. Address: _____

3. Total Square Footage: _____ Number of Stories: _____ Basement: ____ Yes ____ No ____
4. Assessor's Parcel Number: _____ Year structure was built: _____
5. What is the Flood Insurance Rate Map Special Flood Hazard Zone for this site? _____
6. Does the site have any historic significance, or does the area have unique characteristics that would result in the imposing of building restrictions? Yes ____ No ____ Please explain: _____

7. Quality of Construction: (fair, good, custom) _____ Reconstruction Cost by Square Foot: _____
8. Type of Construction (wood frame, masonry, mobile home, etc.): _____
9. Type of Foundation: _____
10. What is the finished floor elevation (NGVD) ? _____
11. What is the cost of the mitigation element (elevation)?

12. If the structure is used to provide essential government services by a non-profit or government agency, provide a brief explanation of its contents and their value: _____

13. Has the structure(s) ever been flooded? Yes ____ No ____ If Yes, complete the following table:

B1

Date Flooded:	Recurrence Interval:	Depth of flooding in the interior of the home:

Attach a color photo of the site to be elevated or acquired

BENEFIT COST WORKSHEET B2

1. Group structures from the information requested in question #1 of worksheet B. Separate and group by similarities such as the number of stories, units with basements, quality of construction, elevation, depth of flooding, and location. List the groupings in the table below. Additionally, provide a spreadsheet with each individual site address, including the owner's name, number of stories, square footage, basement size, and Flood Insurance Rate Map Special Flood Hazard Zone.

Table B2: Summary of information requested in question #1 on worksheet B.

First Floor Elevation (NGVD)	Flood Insurance Rate Map Special Flood Hazard Zone	Number of Units	Average square feet (including basement)	Total Square footage of the group	Number of Stories (do not include basement)	Average Basement Square Footage	Recurrence interval and Flood Depth in 19____	Recurrence interval and Flood Depth in 19____
Group 1								
Group 2								
Group 3								
Group 4								
Group 5								
Group 6								

2. What is the average square foot cost to elevate a structure? Please provide the cost by square foot for the groups of structures you have identified.

Group 1: Cost per sq. ft.	Group 2: Cost per sq. ft.	Group 3: Cost per sq. ft.	Group 4: Cost per sq. ft.	Group 5: Cost per sq. ft.	Group 6: Cost per sq. ft.

3. What is average square foot cost to acquire a structure? Please provide the cost by square foot in the table below.

Group 1: Cost per sq. ft.	Group 2: Cost per sq. ft.	Group 3: Cost per sq. ft.	Group 4: Cost per sq. ft.	Group 5: Cost per sq. ft.	Group 6: Cost per sq. ft.

SEISMIC SUPPLEMENT

FEMA requires a benefit -cost analysis of all projects. Benefits must be equal to or greater than the project cost for a project to be eligible for funding. The benefits considered are the reduction in expected future damages and losses due to the mitigation project.

If exact information is not available, it is acceptable to use **approximate data, reasonable estimates, or informed judgment**. However, all estimates must be clearly identified and be justified by a written explanation. Since benefit-cost analysis uses mathematical calculations, all prior damage estimates, probable future losses, duration, etc., must be quantified.

Only completed applications and supplements will be reviewed; if you have additional questions or need technical assistance while completing this supplement, please call (916) 845-8150.

I. Structural Retrofit

A. Introduction

This information is required to determine the cost effectiveness of structural retrofit of critical facilities, Prop.122 projects and Seismic Capital outlay projects for State Colleges and Universities.

Please use this worksheet to answer the following questions and use additional sheets referring to the question number in all cases. Please answer all applicable questions as fully and completely as possible.

B. Building Location

Name of the Building/Facility:

Address:

City:

Zip Code:

Provide a street map (8 1/2" by 11") with building/facility identified.

C. General Information

Number of stories above grade:

Total floor area in square feet (SF):

Date of Construction:

Does the Building have historical significance?

What is the Building's function(s)?

D. Building and Site Description

An engineer's description of the building or facility (structure) is required along with an analysis of the seismic hazard involved. The description will cover construction type, framing, foundations, etc. Explain any seismic design, complications such as soft story, irregular shape, heavy masonry, chimney, etc. This description is to include expected seismic performance information, fragility curves of buildings and contents, seismic hazard analysis, casualty rates and other related information as available.

Provide an engineer's description of the existing structure and descriptions of the soil type and geotechnical reports.

E. Building Type: Check the appropriate category(ies).

	1	Wood Light Frame
	2	Wood (Commercial or Industrial)
	3	Steel Moment Frame
	4	Steel Braced Frame
	5	Steel Light Frame
	6	Steel Frame with Concrete Shear Walls
	7	Steel Frame with Unreinforced Masonry Fill
	8	Concrete Moment Frame
	9	Concrete Frame with concrete Shear Walls
	10	Concrete Frame with Unreinforced Masonry Infill
	11	Precast Concrete Tilt-up
	12	Precast Concrete Frame with Concrete Shear Walls
	13	Precast Concrete Frame without Shear Walls
	14	Unreinforced Masonry Bearing Wall
	15	Reinforced Masonry with Precast Concrete Diaphragm
	16	Reinforced Masonry with Flexible Diaphragm
	17	Mobile Home
	18	Other-User Defined. Provide explanation in Section E

TABLE I

F. Demolition Threshold

Many buildings or facilities (structures) may be considered to be demolished rather than be repaired when the cost to repair the damage exceeds the replacement cost. Demolition threshold is the percentage of a structure damage, in which case the structure would be replaced rather than be repaired. Demolition threshold may be considered 20% to 30% for old, marginal or substandard structures, 50% to 60% for modern structures and 100% for Historical structures.

What is the demolition threshold? _____

G. Replacement Value

Replacement value is the cost to provide a functionally equivalent building or facility (structure) of the same size. For historical buildings, provide reproduction value; this value is a more appropriate measurement for a historical structure replacement value.

What is the structure replacement value (total cost or cost per square foot)? _____

H. Contents Value

The value of the structure contents is the estimated total value of its contents, including furniture, flooring, equipment, computers, supplies, art work, etc. For most structures the contents' value is significantly smaller than the value of the structure.

Please provide a description and a value of the contents (total value or per square foot): _____

I. Displacement Costs Due to Earthquake Damage

Displacement costs due to earthquake damage may occur when occupants must operate from a temporary site while earthquake damage to the original structure is repaired. Major earthquakes may cause extensive damage to many structures, thus reducing any available alternate space leading to higher rental costs throughout the damaged area. Other displacement costs include moving and extra operating costs incurred because of the disruption and displacement from the original and normal quarters.

Please provide other costs of displacement (per month): _____

J. Building Occupancy

In Table II provide the average number of persons (employees and visitors) present in the building during the day, evening and night for weekdays and weekends, the hours per day, months per year.

	Weekdays			Weekends		
	Day	Evening	Night	Day	Evening	Night
Occupants						
Days per week						
Hours per Day						
Months per Year						

TABLE II

K. Value of Public/Nonprofit Services

This section applies to public/nonprofit facilities only. If the building under evaluation is commercial or residential then bypass this section. The annual budget is the total annual operating cost of all public/nonprofit agency functions located in the building. This total should include rental costs, but exclude "pass through money", such as Social Security payments that the agency receives and redistributes.

Describe the services provided: _____

What is the annual budget of the Public/Nonprofit Agency? _____

Is the rent included in the annual budget?: _____

If the rent is not included, what is a reasonable estimated rent (per month)?: _____

L. Post-Disaster Continuity Premium

Some public/nonprofit services may have little demand after a disaster, while others may be vital to be maintained. Public/nonprofit services that are important for post-disaster response and recovery are worth more to the community after the disaster than in normal circumstances. The post-disaster continuity premium assigns an extra value to these post-disaster services. For example, emergency services would be vital in the hours and days immediately following a disaster, whereas routine services, such as employment referral, would not. Based on the nature of the services, the post-disaster continuity premium is how much extra daily costs the tenant or agencies would be willing to spend to maintain the normal functions. Routine services that can be delayed with little or no impact should not have a continuity premium.

Please provide the Post-Disaster continuity premium (per day) if applicable: _____

M. Functional Downtime

(1) Functional downtime is the estimated number of days a public/nonprofit agency cannot provide due to disaster related caused damage. For example, an agency may estimate to relocate out of its building for 60 days, but may resume service from temporary quarters after seven days. The functional downtime is considered seven days.

(2) The typical functional downtime estimate assumes that for every 1% of building damage sustained, one day of functional downtime occurs. It is assumed that public/nonprofit agencies and businesses will resume function at a temporary site within 30 days. Thus, the typical functional downtime is capped at 30 days. (3) Functional downtime is also used to estimate income losses (if applicable) due to earthquake damage.

If the estimated functional downtime is different from the typical, please describe in detail:

N. Rent and Business Income Loss

If there is rental income from residential and commercial space, please provide the total monthly rent from all tenants: _____

Please provide the estimated net income of commercial business per month: _____

O. Project Mitigation Costs

Project mitigation costs should include all direct construction costs plus other costs such as architectural and engineering fees, testing, building permits and project management, but relocation costs should be excluded. Unavoidable costs such as required code upgrades are to be individually listed.

Please provide the project mitigation costs: _____

The year in which the project cost was estimated: _____

P. Project Life of Mitigation

The project's useful life is the estimated number of years during which the project mitigation will maintain its effectiveness. A useful life of 5 to 10 years for an equipment purchase is commonplace. Useful lives of 30 years for residential buildings and 50 years for non-residential buildings are typical. For major infrastructure projects, or for historically important buildings, useful lives of 50 to 100 years may be appropriate.

Please provide the project in mitigation useful life (in years): _____

Q. Project Mitigation Maintenance Cost

Annual maintenance costs may be required to maintain the effectiveness of some mitigation projects. For most seismic mitigation projects, the annual maintenance costs will be negligible or zero.

Please provide the annual maintenance costs: _____

R. Relocation Costs

For some mitigation projects, occupants may have to be relocated for construction of the project. Relocation time is the number of months for which the building must be vacated in order for the mitigation project to be completed. Note this relocation time is completely distinct from the displacement time needed to repair earthquake related damages. Other relocation costs include moving and extra operating costs incurred because of the temporary relocation.

What is the project relocation time (in months)? _____

What are the estimated rental costs during occupant relocation (in square foot/per month)? _____

If there are other relocation costs (per month) please provide: _____

S. Displacement Cost

Displacement time is the estimated number of days the occupants are vulnerable to displacement due to seismic damage. Displacement time may be shorter than the repair time because some earthquake damage repairs can be made with occupants in the building. If the estimated displacement time due to earthquake is unusual or out of the ordinary, please describe in detail:

II. Seismic Retrofit of Pendant Lighting and Suspended Ceiling Systems in Schools

A. Facility Information

Provide the number of locations requiring retrofit: _____

Provide the name(s) and address(es) of the school(s): _____

Provide a street map with the location of the school(s).

B. Project Information

Provide the total number of lights to be retrofitted per school. _____

Provide the unit cost per light per school to retrofit. _____

Provide the total cost per school to retrofit lights. _____

Provide the total cost to retrofit all lights if different from the preceding answer. _____

Provide the total square feet of ceiling to be retrofitted per school. _____

Provide the unit per square foot to retrofit ceiling per school. _____

Provide the total cost per school to retrofit ceiling. _____

Provide the total cost to retrofit all ceilings if different from the preceding answer. _____

III. Seismic Bracing of Emergency Power or Communications Systems in Medical Facilities

A. Facility Information

Please the number of locations requiring bracing: _____

Please provide the name(s) and address(es) of the medical facility(ies):

Provide a street map with the location of the facility(ies).

B. Project Information

Please provide a list of equipment to be braced per facility. Please include the size or capacity of the equipment and the replacement cost.

Describe the critical function of the equipment and the consequences if there was a loss of function due to a seismic event. If a cost for the loss of function can be determined, please provide.

What is the cost of bracing the equipment per each piece of equipment requiring bracing. _____

What is the total cost of all bracing at each facility? _____

What is the total cost of all bracing at all facilities? _____

Fire Supplement

FEMA requires a benefit-cost analysis of all projects. Benefits must be equal to or greater than the project cost for a project to be eligible for funding. The benefits considered are the reduction in expected future damages and losses due to the mitigation project.

If exact information is not available, it is acceptable to use **approximate data, reasonable estimates, or informed judgments**. However, all estimates must be clearly identified and be justified by a written explanation. Since benefit-cost analysis uses mathematical calculations, all prior damage estimates, probable future losses, duration, etc., must be quantified.

Only completed applications and supplements will be reviewed; if you have additional questions or need technical assistance while completing this supplement, please call (916) 845-8150.

Benefit Cost Analysis

Site-Specific Information for Vegetation Management: Fuel Breaks

1. Is this a fuel modification project? Yes ____ No ____
2. What methods will be used to modify the fuels?
Prescribed Fire ____ Grazing ____ Mechanical Clearing ____ Manual Clearing ____
3. How many structures will be protected by the fuel break? _____
4. What is the replacement value of the structures which this fuel break will protect?

5. Does the proposed fuel break provide infrastructure protection (i.e. bridges, roads)? Yes ____
No ____ If yes, what is the replacement value of the infrastructure protected?

6. What is the cost per acre for the proposed fuel break? _____
7. Annually, how many fires occur in the area protected by the proposed fuel break?

8. Annually, how many fires in the area protected by the proposed fuel break exceed 100 acres?

9. Annually, how many fires in the area protected by the proposed fuel break exceed 500 acres?

Site-Specific Information for Vegetation Management: Defensible Space

1. Is this a defensible space project? Yes ____ No ____
2. What methods will be used to provide defensible space?
Enforcement of defensible space standards _____
Installation of fire resistive landscaping around existing structures _____

3. How many structures will be protected by improving their defensible space?

4. What is the average replacement value of the structures which will be protected by improving their defensible space? _____
5. Annually, how many fires occur in the area protected by the improved defensible space?

6. Annually, how many fires occur in the area protected by the improved defensible space exceed 100 acres? _____
7. Annually, how many fires occur in the area protected by the improved defensible space exceed 500 acres? _____

24. Private Nonprofit Status (if applicable)

A. Does the applicant have private nonprofit status? Yes ____ No ____

If yes, provide the following four items:

1. The Internal Revenue Service (IRS) ruling letter granting tax exemption under sections 501 (c), (d) or (e) of the IRS Code of 1954. If you do not have such a ruling letter, you must provide satisfactory evidence that your organization or entity is organized or doing business under state law as a nonprofit entity or organization (e.g., certification from the Secretary of State). Is the above proof included with your application? Yes ____ No ____ If Yes, please attach.
2. Articles of incorporation and bylaws.
3. What essential governmental type services does the applicant provide to the general public?

4. Other supporting documents from Government Agencies.

B. Please provide a copy of any published literature describing the services your organization provides.

25. Grant Funding

A. What is the source of the applicant's matching funds? _____

Is there more than one source of the applicant's matching funds? Yes ____ No ____ If yes, identify the sources.

<u>Source</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

B. Will your project require a funding advance? Yes ____ No ____ If yes, please provide a justification.

C. Identify the entity which will be responsible for the long-term maintenance of the project.

What will be the cost of maintenance "per year" for this project?

What is the funding source for the long-term maintenance of this project? _____

26. Designation of Applicant's Agent Resolution and Certification

Be It Resolved By The _____, of the _____
(Board of Directors or Governing body) (Name of organization)

that _____, _____ or
(name of Designated Agent) (Title)

_____, _____ or
(name of Designated Agent) (Title)

_____, _____ or
(name of Designated Agent) (Title)

is hereby authorized to execute for and on behalf of the _____
(Name of Organization)

a local government entity, state agency, special district or nonprofit organization established under the laws of the state of California, this application and to file it in the Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, P.L. 93-288, as amended.

That the _____, hereby authorizes its agent to provide
(Name of Organization)

to the Governor's Office of Emergency Services for all matters pertaining to such disaster assistance the assurances and agreements required.

Passed and approved this _____ day of _____, 19_____
(Date) (Month) (Year)

(Name and Title of Approving Board or Council Member)

(Name and Title of Approving Board or Council Member)

CERTIFICATION

I, _____, duly appointed _____ of
(Name) (Title of Clerk or Certifying Official)

_____, do hereby certify that the above
(Name of Organization)

is a true and correct copy of a resolution passed and approved by the

_____ of the _____ (Board of
Directors or Governing Body) (Name of Organization)

on the _____ day of _____, _____
(Date) (Month) (Year)

(Clerk or Certifying Official)

(Signature)

(Date)

27. Subgrantee Assurance State of California Hazard Mitigation Grant Program (Section 404, Stafford Act) Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact OES. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State of California, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify use of, or change terms of real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record federal interest in title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within applicable frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
8. Will comply with Intergovernmental Personnel Act of 1970 (42 U.S.A. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OEM's Standards for a Merit System of Personnel Administration (5 C.P.R. 900, Subpart F).
9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments 1972, as amended (20 U.S.A. 1681-1683 and 1685-1686) which prohibits discrimination on basis of sex; (c) Section 504 of the Rehabilitation Act 1973, as amended (29 U.S.A. 794), which prohibits discrimination on basis of handicaps; (d) the Age Discrimination Act 1975, as amended (42 U.S.A. 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act 1972 (P.L. 93-255), as amended, relating to nondiscrimination on basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act 1912 (42 U.S.A. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act 1968 (42 U.S.A. 3601, et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other nondiscrimination statute(s) which may apply to the application.
10. Will comply, or has complied, with requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act 1970 (P.L. 91-646) which provides equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.A. §§ 4801, et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
12. Will comply with the provisions of the Hatch Act (5 U.S.A. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.A. 276a to 276a-7), the Copeland Act (40 U.S.A. 276c and 18 U.S.A. 874), the Contract Work Hours and Safety Standards Act (40 U.S.A. 327-333) regarding labor standards for federally assisted construction sub-agreements.

14. Will comply with the flood insurance purchase requirements, Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a Special Flood Hazard Area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.A. 1451, et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.A. 7401 et seq.); (g) protection of underground drinking water under the Safe Drinking Water Act 1974, as amended (P.L. 93-523); (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205); and (i) addresses environmental justice in minority and low-income populations in compliance with EO 12898.

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.A. 1271, et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.A. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.A. 469a-1, et seq).

18. Will cause to be performed in the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.

The undersigned represents that he/she is authorized by the subgrantee to enter into this agreement for and on behalf of the said subgrantee.

Name or Authorized Applicant's Agent

Title

Signature of Authorized Applicant's Agent

Date

28. Authorization

I, _____, do hereby certify as the authorized representative or officer of
(Name)

_____, that the information contained in this application is true and
(Name of Organization)

correct.

(Title)

(Signature)

(Date)

29.Document Checklist

Compliance Review for Environmental Laws

To help assure an expeditious review of your application by the Federal Emergency Management Agency (FEMA), here are some guidelines for providing environmental documentation. Please place a check mark next to the appropriate maps, documents, or other items you have included with your application.

- A clear written description of the entire scope of work, including any alternatives that may be under consideration, and any additional work, not funded by FEMA, that will be performed at substantially the same time. Include any studies, plans, drawings, sketches, or schematics, as may be available, to help understand the entire project.
- Photos as required showing the proposed project area in the context of its surroundings. If the project is a building, show all sides of the entire building (at least from opposite corners), and the context of the building in its setting including the surrounding buildings. If the project is in a rural setting, show the project area in the foreground with the background of the surrounding area in all four directions.
- Location maps (e.g., USGS maps, Thomas Bros. Maps or City maps), as necessary to show the undertaking in the context of its surroundings. For projects in rural settings or for projects with ground disturbing activities, USGS maps are mandatory.
- Documentation of any other Agency's environmental determinations within the scope of the project and surrounding areas.

A. National Historic Preservation Act

- Documentation of the date of construction for the original, existing facility (e.g., building permit records, tax records, newspaper accounts, architectural drawings, etc.).
- Plans showing the limits of proposed excavations or other ground-disturbing activities associated with the project.
- Location maps, in addition to those provided above, showing the project within local, state, or national historic districts.
- Local, state or national landmark listings of historic properties within the project area, including the National Register of Historic Places.
- Any existing cultural resource surveys or reports describing the archaeological/historic properties (e.g., archaeological sites, historic buildings, historic landmarks, etc.) that exist within the project area or could be affected by the project.
- Copies of any available plans for the existing facility as well as documentation of any changes made since the original construction.

B. Endangered Species Act

- Documentation (e.g., California Natural Diversity Data Base Report, Biological Assessment, Initial Study, Environmental Impact Report) evaluating biological resources that might be affected by the project activities.
- Documentation of coordination with other agencies (e.g., USFWS, CDF&G, etc.), including reports, studies and recommendations.
- Species lists identifying endangered or threatened species that might be affected by the proposed project.

C. Fish and Wildlife Coordination Act

- Detailed plans and studies for the control or modification of a natural stream or body of water.
- Documentation of coordination with other agencies (e.g., USFWS, NOAA and NMFS, etc.), including reports, studies and recommendations.
- Detailed maps, reports and studies documenting the scope of the project and surrounding areas including construction of dams, levees, impoundments, stream relocation, and water-diversion structures.
- Detailed descriptions and related reports and studies of proposed discharges of pollutants including industrial, mining, and municipal wastes or dredged and fill material into a body of water or wetlands.
- Recommendations of the USFWS and affected state(s) for protecting fish and wildlife.

D. Wild and Scenic Rivers Act

- Detailed plans and studies for the construction of any water resource project (e.g., dam, water conduit, reservoir, powerhouse, transmission line, discharge to water, or development project).
- Documentation of coordination with other agencies (e.g., NPS, BLM, USFWS, and FS, etc.), including reports, studies, and recommendations.
- Detailed maps, reports, and studies documenting the scope of the project and surrounding areas including scenic, recreational, geological, fish and wildlife, historic, cultural, or similar areas.

E. Coastal Zone Management Act

- Detailed maps, reports, and studies documenting the scope of the project and surrounding areas as they relate to the nation's coastal zones (e.g., islands, beaches, transitional and inter-tidal areas, salt marshes, etc., including any land extending inward to the extent necessary to control shorelines).
- Documentation of coordination with other agencies (e.g., Office of Ocean and Coastal Resource Management, USFWS, NOAA, etc.) and the state, including reports, studies, and recommendations.
- Documentation of compliance/consistency with state coastal management programs and plan.

F. Executive Order 11988 - Floodplain Management, May 24, 1977

- Detailed maps (e.g., FIRM, FBFM, State designated floodway maps, etc.) defining floodplain/floodway boundaries within the project area.
- Reports and studies (e.g., hydrology, hydraulics, etc.), documenting the scope of the project and surrounding areas as they relate to the occupancy or modification of floodplains including direct and indirect effects.
- Documentation of compliance/consistency with federal, state, local, and county floodplain management programs and plans.
- Documentation of coordination with other agencies (e.g., USACE, NRCS, DWR, USBR, NFIP, USFWS, DF&G, etc.), including reports, studies, and recommendations.
- Documentation of any Public Notices or public meetings.

G. Executive Order 11990 - Protection of Wetlands, May 24, 1977

- Detailed maps (e.g., USACE, USFWS Wetland Maps) defining wetland boundaries within the project area.
- Reports and studies (e.g., wetland assessment, hydrology, hydraulics, etc.), documenting the scope of the project and surrounding areas as they relate to the occupancy or modification of wetlands including direct and indirect effects.
- Documentation of compliance/consistency with federal, state, local and county floodplain management programs and plans.
- Documentation of coordination with other agencies (e.g., USACE, NRCS, DWR, USBR, NFIP, USFWS, DR&G, etc.), including reports, studies, and recommendations.
- Documentation of any Public Notices or public meeting.

H. Executive Order 12898 - Environmental Justice for Low Income and Minority Populations

- Documentation of coordination with other agencies (e.g., US Census Bureau, Local and Community Planning and Development Agencies, etc.), including reports, studies and recommendations.
- Reports and studies (e.g., traffic, noise, odor, etc.), documenting the scope of the project and surrounding areas as they relate to low income and minority populations including direct and indirect effects.
- Census data and income information on affected populations (e.g., location of Section 8 Housing, etc.).

I. Other Relevant Laws and Environmental Regulations

- See examples above.

30. Application Checklist

Indicate page numbers in your application where the following items may be found.

- [] 1. Project Title
- [] 2. Project Type
- [] 3. Applicant Name
- [] 4. Applicant Type
- [] 5. Applicant's Address
- [] 6. Applicant's Agent/Contact
- [] 7. Alternate Contact
- [] 8. Project Location
- [] 9. Public Assistance
- [] 10. Total Project Cost
- [] 11. Legislative Districts
- [] 12. Brief Summary of the Problem
- [] 13. Brief Summary of the Proposed Solution
- [] 14. Detailed Description of the Problem
- [] 15. Detailed Description of the Proposed Project
- [] 16. Project Alternatives Considered
- [] 17. Work Schedule
- [] 18. Budget
- [] 19. Historical Review Checklist
- [] 20. Environmental Review
- [] 21. Environmental Checklist
- [] 22. Floodplain Management
- [] 23. Benefit Cost Analysis
- [] 24. Private Non-Profit Status
- [] 25. Grant Funding
- [] 26. Designation of Agent's Resolution
- [] 27. Subgrantee's Assurances
- [] 28. Authorization Signatures
- [] 29. Document Checklist
- [] 30. Application Checklist